

Chambers County Environmental Health & Permitting



Application Checklist For New Development and/or Septic Installation Permits

All permit applications must be submitted online at www.mygovernmentonline.org

Items that need to be uploaded with your permit application:

1. Copy of your Deed or Current Tax Statement (if owned, preferably the Deed), and/or;
2. Copy of your Lease and/or Rental Agreement (if renting)
3. Include a Floorplan/ House Design (for New Development), and/or;
4. Include a Floorplan/ House Design (for New/Used Mobile Homes);
5. Lot Survey (for New Development, especially in a Platted Subdivision)
6. Serial Number(s), Model Number, HUD Number, Make, Year, Size, Bedroom Count and Restroom Count (for New/Used Mobile Homes)
7. Two (2) Elevation Certificates (if building inside a Flood Prone Area, first one to coincide with your engineered construction drawings and the second one AFTER foundation completion)
8. Entergy Account Number or Centerpoint Energy ESI ID Number or Service Provider Number for Electrical Permits Authorizations

On-site Sewage Facilities (OSSF-(Septic)) Permit Information to uploaded with the online application
Must be installed by a TCEQ Certified Licensed OSSF Installer:

1. *Initial 2 Year Maintenance Contract*
2. *Site and Soil Evaluation*
3. *OSSF System Design*
4. *Land Survey*
5. *Affidavit to The Public form (to be filled out, and filed at the Chambers County Clerk's Office before uploading to the online application website)*

Darla J. Branch – Director
Ramona Peña – Inspector
Victoria Figueroa – Compliance & Enforcement Coordinator
P.O. BOX 1180 / 201 AIRPORT RD
ANAHUAC, TX 77514
(409) 267-2700 -Voice (409) 267-3623 - Fax

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ADDITIONAL INFORMATION REQUIRED FOR PERMITS

PERMITS ARE PROCESSED IN 5 TO 7 BUSINESS DAYS

Physical Addresses: Addresses are issued as part of *"The Application Process"*

Utilities / Electrical / Change of Ownership:

1. Property Parcel and/or Deed to the property
2. Completed & Signed Application

Development/Flood Zone Permits (to include all of the above 1 & 2):

3. Floor Plans
4. Elevation for property if located in Flood Zone
5. Elevation Certificate for Structure showing *(Top of the Bottom Floor including basement/enclosure/crawlspace, if located in a Flood Zone)*

180 Day RV/Travel Trailer Permits (to include 1, 2 & 4 above) (Renewable every 180 Days)

6. Current License/Registration Information *(in Chambers County)*
7. Two Pictures of RV/Travel Trailer *(On-Site)*
 - a. Complete Side View *(of RV/Travel Trailer)*
 - b. License Plate Only *(attached to RV/Travel Trailer)*
8. Current Insurance *(Vehicle Towing RV/Travel Trailer)*
9. Elevation/Elevation Certificate for property *(if located in Flood Zone)*

ALL ABOVE INFORMATION IS NEEDED TO COMPLETE PERMIT PROCESS

ANY DELAY IN RECEIVING THIS INFORMATION WILL DELAY THE ISSUANCE OF THIS PERMIT

If property is in a Flood Zone, there may be additional information needed